

# MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: Training

POLICY: BOARD Proc 02

EFFECTIVE DATE: 3/25/04

## I. POLICY AND OBJECTIVES

The Public Employees' Retirement Board (the Board) is a citizen's board representing the best interests of the members of the retirement systems. Board members are not expected to be experts in the administration of retirement systems. Therefore, it is the policy of the Board that at least two training experiences be provided to each Board member to enhance their knowledge in Board related responsibilities.

## II. ELIGIBILITY

- A. All Board members may submit training requests to be approved or disapproved by the Board on the basis of criteria outlined in this policy.
- B. At a minimum, each fiscal year all Board members as defined in Section 2-15-1009, MCA, should be allowed to participate in two "training experiences" that meet an identified training need. A "training experience" could be any class, learning time, tutorial, on-the-job training, etc., or any opportunity which is granted by the Board.

## III. RESPONSIBILITIES FOR IMPLEMENTATION

- A. The **Board** is responsible for approving all out-of-state travel requests.
- B. The **Board** is responsible for:
  - 1. ensuring that information on training opportunities is disseminated to all Board members and appropriate Montana Public Employee Retirement Administration (MPERA) employees;
  - 2. assessing a cost/benefit analysis and the necessity of the requested training when evaluating training requests; and
  - 3. approving requests for training.

- C. The **Board President or designee** is responsible for ensuring that the Board member report, orally or in writing, pertinent information acquired while attending the training and provide copies of relevant written materials (if any) that were received at the training, to the Board and the MPERA staff.
- D. **Individual Board members** are responsible for:
  - 1. providing input into assessing training needs by identifying knowledge, skills and abilities necessary for individual board members to perform in the best interest of the members; and
  - 2. completing and submitting training requests for consideration.
- E. The **MPERA staff** is responsible for providing assistance, as requested by the Board, for locating specific training opportunities or organizing a training course to meet a specific Board need.

#### IV. **ESTABLISHING BOARD TRAINING PRIORITIES**

When assessing training needs and requests from Board members, training resources should be allocated on the basis of the following considerations:

- A. **First Priority Training.** The following training courses are available for all Board members as noted below:
  - 1. Fiduciary College
  - 2. Strategic Planning and Work Planning
  - 3. Investment Training
  - 4. Ethical Issues in Public Service
  - 5. State Ethics Laws
  - 6. A Delicate Balance: Privacy and the Right to Know
  - 7. Coping with the Angry Public
  - 8. National Association of Government Defined Contribution Administrators (NAGDA)
  - 9. National Association of State Retirement Administrators (NASRA)
- B. **Second Priority Training.** Training required to maintain current knowledge of retirement laws such as:
  - 1. federal laws
  - 2. state laws
  - 3. technology

**V. ESTABLISHING TRAINING RESOURCE PRIORITIES**

- A. All training resources should be carefully reviewed to insure that they will adequately meet identified training needs.
- B. Resources should be evaluated on the basis of the following considerations.
  - 1. MPERA training resources should first be reviewed to determine availability and appropriateness.
  - 2. When adequate MPERA resources are not available, formal training resources should be located which will meet the identified needs. Priority will be given to formal training provided by state government agencies and personnel.
  - 3. When adequate training is not available within state government or when it is more costly than other resources, training provided locally by the private sector or other governmental jurisdictions may be utilized.
  - 4. The last priority will be given to seminars related to specific topics.

**VI. PROCESSING TRAINING REQUESTS, TRAVEL FOR TRAINING REQUESTS AND TRAINING ASSESSMENT FORMS**

- A. The appropriate request/registration forms must be completed by the requesting Board member and submitted to the Board President to be put on the agenda for Board consideration.
- B. The appropriate forms are:
  - 1. For training sponsored by the Professional Development Center (PDC) or the Information Technology Services Division (ITSD) complete the enrollment forms furnished by the PDC or ITSD.
  - 2. For training sponsored by organizations other than PDC or ITSD, the MPERA Request for Training Form as well as the appropriate request/registration forms must be completed.

## **VII. EXPENSES WHILE ATTENDING TRAINING**

- A. The MPERA may pay for training/education tuition, fees, per diem, any combination of these expenses or any proportion of these expenses that would be appropriate, given anticipated benefits to the agency.
- B. Board members shall be reimbursed for commercial transportation costs, personal car mileage, meals and lodging in the manner allowed by current state law and rules (Sections 2-8-501 through - 503, MCA).

## **VIII. CROSS REFERENCE GUIDE FOR TRAINING POLICY**

The following laws, rules or policies may contain provisions that might modify a decision relating to Training. The list should not be considered exhaustive - other policies may apply.

Education and Training Guideline  
Board Policy - Board Processes

## **IX. HISTORY**

GB3-94 - Board Member Per Diem and Travel  
Originally approved March 1994  
Amended March 25, 2004